



Mayor Vince Martinez

Deputy Mayor Patrick Olivo

Jessica Rafeh, Committeewoman

Marco DiBattista, Committeeman

Nicole Roberts, Committeewoman

Tim Killion, Administrator

Elizabeth Peddicord, Chief Financial Officer

Katelyn Ubil, Purchasing Agent

**Township of Pennsauken  
5605 North Crescent Boulevard  
Pennsauken, NJ 08110**

**Bid Packet # 23-25A  
Wednesday January 10<sup>th</sup>, 2024  
10:30AM Prevailing Time**

**Bid Specifications for:  
2024 Landscaping Materials Supply  
For  
The Township of Pennsauken**

**Township of Pennsauken**  
**Camden County, New Jersey**  
**Notice of Request for Bids**

Notice is hereby given that sealed bids be addressed to Katelyn Ubil, Purchasing Agent to address 5605 N. Crescent Blvd, Pennsauken, NJ 08110 and shall be clearly marked on the outside: **Bid Packet #23-25A Landscaping Materials for The Township of Pennsauken**. The bids will be opened and publicly read at the Municipal Building located at 5605 N. Crescent Blvd, Pennsauken, NJ 08110 on Wednesday January 10, 2024 at 10:30 A.M.

Specifications and Proposal forms are on file in the office of the Township Clerk and may be obtained during regular hours from 8:30 am and 4:30 pm Monday through Friday. Cost is \$20.00 (\$25.00 if mailed) and is non-refundable. They may also be downloaded from the Township's website **free of charge**. [www.twp.pennsauken.nj.us](http://www.twp.pennsauken.nj.us) A proposal form which is included with the specifications is to be completed and returned with the bid. **Electronic submission of Bids will not be accepted.**

Pursuant to N.J.S.A 40A:11-23c, Addenda may be issued for the bids. It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this procurement. If bidders obtain a bid from the website, it is their responsibility to check the website and purchasing department prior to the bid opening to see if addenda have been issued. Copies of addenda or notice of same will be made available on the Township Website or will be faxed or sent via U.S. Mail to all registered vendors, bidders who pick up bid specifications from the Municipal Building or receive specifications from the Municipal Building or receive specifications by mail will automatically receive copies of addenda. A proposal form which is included with the specifications is to be completed and returned with the bid.

The TOWNSHIP OF PENNSAUKEN shall have sixty days (60) within which to accept or reject bids. Submitted bidders shall be required to keep their bids open for that period of time and agree that they will not withdraw or reverse their prices therein.

The signed proposal forms must be delivered to the place on or before the hour named above. Bidders name, address and bid packet number must appear on the outside of a sealed envelope.

The right is reserved to reject any or all proposals, in whole or in part, or to make awards to such bidder or bidders who, in the judgment of the Township Committee makes the most advantageous bid and to waive such informalities as may be permitted by law.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq.

By order of the Township Committee of the Township of Pennsauken, in the County of Camden and the State of New Jersey.

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Elizabeth Peddicord, QPA

DATED: December 22, 2023

Questions by prospective bidders concerning the bid may be addressed to Katelyn Ubil, Purchasing Agent for the Township of Pennsauken in writing via email: [kubil@pennsauken.gov](mailto:kubil@pennsauken.gov) or via fax (856) 665-7602. Please note the aforementioned contact is authorized only to direct the attention of prospective bidders to various portions of the contract so that they may read and interpret each portion for themselves. NO employee of the Township of Pennsauken is authorized to give interpretations of any portion of this bid or to give information as to the requirements for the bid in addition to that already contained in the bid unless as a formal addenda.

Interpretations of the bid or additional information as to its requirements, when necessary, shall be communicated to bidders ONLY by written addendum issued by the Purchasing Agent of the Township of Pennsauken.

## **General Submission Requirements**

### **Submission of Bids**

The Township of Pennsauken, Camden County, New Jersey (hereinafter referred to as "Township") invites sealed bids pursuant to the notice to bidders.

Sealed bids will be received by the designated representative at the time and place stated in the notice to bidders, and at such, time and place will be publicly opened and read aloud.

The bid form shall be submitted in a sealed envelope: (1) addressed to the Township; (2) bearing the name and address of the bidder written on the face of the envelope; and (3) clearly marked: **"BID" with the bid # and title of the bid.**

It is the bidder's responsibility to see that bids are presented to the Township on or before the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.

Sealed bids forwarded to the Township before may be withdrawn upon written application for the bidders who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, they must remain firm for a period of sixty (60) calendar days, which time may be extended in accord with law.

All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid form, attachment of additive information not required by the specifications, or irregularities of any kind, may be rejected by the Township. Any changes, white-outs, strike-outs, etc. on the bid page must be initialed in ink by the person responsible for signing the bid.

The Township is sales tax exempt and will not pay. ST-4 form will be sent after award is made.

The Township does not pay any late or interest fee on any late invoices.

Each bid form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership

or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

Bidders must insert prices for furnishing all of the materials, services and/or labor required by these specifications. Prices shall be net, including any charges for packing, crating, containers, etc. All transportation, charges shall be fully prepaid by the Lessee for delivery to the destination and 4 placements at locations specified by the Township. As specified, placement may require inside deliveries. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience.

The vendor shall guarantee any or all materials and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the vendor. In case of rejected materials, the vendor will be responsible for return freight charges.

The Township of Pennsauken is exempt from and State sales tax or Federal excise tax.

Multiple bids not allowed. No bidder shall be allowed to submit more than one bid from an individual, firm, partnership, corporation or association under the same or different name, this will be cause for automatic rejection of your bid.

## 2024 BID FOR VARIOUS LANDSCAPING MATERIALS FOR PENNSAUKEN TOWNSHIP

### Introduction:

Throughout the year, Pennsauken Township is in need of various landscaping materials for the maintenance of facilities ranging from athletic fields to recreational parks.

The submitted bid for various materials shall include a price (per cubic yard) for each material picked-up by the Township at the awarded bidder's location as well as a price (per cubic yard) for each material delivered to within the limits of Pennsauken Township, New Jersey.

### Estimated Quantities:

The following table depicts estimated quantities that the Township anticipates purchasing during the year. The Township reserves the right to purchase additional or fewer quantities of each individual material.

### Award of Bid:

Bid will be awarded on **a line-item basis**. Materials will be ordered on an "as-needed" basis.

### Distance from Pennsauken Township:

In the space provided on the price schedule, bidders shall indicate their place of business' distance (in road miles) from 6725 Wayne Avenue, Pennsauken, NJ 08110.

Proposal for the furnishing and/or delivery of **LANDSCAPING MATERIALS** for the  
Township of Pennsauken.

**PRICE SCHEDULE**

Line #:	Material:	Estimated Quantity:	Unit of Measurement:	Unit Price Picked-up:	Unit Price Delivered:	Total Price Picked-up:	Total Price Delivered:
1	Black Colorized Mulch	25	Cubic Yards	\$	\$	\$	\$
2	Certified Playground Mulch	600	Cubic Yards	\$	\$	\$	\$
3	3/8" Red Stone	10	Cubic Yards	\$	\$	\$	\$
4	3/4" Red Stone	25	Cubic Yards	\$	\$	\$	\$
5	3/8" Pea Gravel	5	Cubic Yards	\$	\$	\$	\$
6	3/4" Gray Stone	50	Cubic Yards	\$	\$	\$	\$
7	Bar Sand	5	Cubic Yards	\$	\$	\$	\$
8	Crushed Concrete	300	Cubic Yards	\$	\$	\$	\$
9	Screened Topsoil	15	Cubic Yards	\$	\$	\$	\$
10	Rubber Playground Mulch (Dark Green)	10	Cubic Yards	\$	\$	\$	\$
11	Deluxe Infield Mix	100	Cubic Yards	\$	\$	\$	\$

**NO Alternate Items: Bid on Exact Items only**

Bidder's Distance from 6725 Wayne Avenue, Pennsauken, NJ 08110:

Road Miles

Bidder's Distance from 3800 Haddonfield Rd, Pennsauken, NJ 08110:

Road Miles





## BID DOCUMENT CHECKLIST

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
<input checked="" type="checkbox"/>	Bid Proposal Form (Price Sheet)	
<input checked="" type="checkbox"/>	Stockholder Disclosure Certification	
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	
<input checked="" type="checkbox"/>	References	
	Equipment Certification	
	Bid Guarantee (with Power of Attorney for Full amount of Bid Bond)	
	Public Works Contract Certification	
	Consent of Surety	
<input checked="" type="checkbox"/>	Mandatory Affirmative Action Language	
	Prevailing Wage	
<input checked="" type="checkbox"/>	American with Disabilities Act of 1990 Language	
<input checked="" type="checkbox"/>	Disclosure of Investment of Iran	
<input checked="" type="checkbox"/>	Certification of Non-Involvement in Russia or Belarus Pursuant	
<input checked="" type="checkbox"/>	Proof of Business Registration	
<input checked="" type="checkbox"/>	W-9	
<input checked="" type="checkbox"/>	1 Original & 2 Copies	

**THE UNDERSIGNED BIDDER HERewith SUBMITS THE ABOVE REQUIRED DOCUMENTS.**

**PRINT NAME OF BIDDER:** \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_

**PRINT NAME & TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**THIS CHECKLIST SHOULD BE INITIALED AND SIGNED WHERE INDICATED AND RETURNED WITH ALL DOCUMENTS.**

## STOCKHOLDER DISCLOSURE CERTIFICATION

This Statement Shall Be Included with Bid Submission

**Name of Business** \_\_\_\_\_

☐

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

☐

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

☐

Partnership

☐

Corporation

☐

Sole Proprietorship

☐

Limited Partnership

☐

Limited Liability Corporation

☐

Limited Liability Partnership

☐

Subchapter S Corporation

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

\_\_\_\_\_  
(Affiant)

(Notary Public)

\_\_\_\_\_  
(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

## NON-COLLUSION AFFIDAVIT

State of New Jersey

County of \_\_\_\_\_

SS:

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of  
full age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the \_\_\_\_\_ relies upon the truth of  
the statements contained in said Proposal (name of contracting unit)  
and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by  
\_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_, 2 \_\_\_\_\_

\_\_\_\_\_  
(Type or print name of affiant under signature)

Notary public of

My Commission expires \_\_\_\_\_

(Seal)

**References: bidder shall list at least five (5) customers for which the bidder has completed similar Projects:**

Contact name, Title and Phone Number	Name & Address	Description	Amount of Contract	Start Date	End Date

**TOWNSHIP OF PENNSAUKEN**

**ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

<u>Addendum Number</u>	<u>Dated</u>	<u>Acknowledge Receipt</u> (initial)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

☐ **No addenda were received:**

Acknowledged for: \_\_\_\_\_  
(Name of Bidder)

By: \_\_\_\_\_  
(Signature of Authorized Representative)

Name: \_\_\_\_\_  
(Print or Type)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**  
N.J.S.A. 10:5-31 and N.J.A.C. 17:27  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**Goods, Professional Services and General Service Contracts**  
**(Mandatory Affirmative Action Language)**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.



The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report  
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

## APPENDIX A

### **AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability**

The contractor and the Township of Pennsauken (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

**STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY  
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Quote Number: \_\_\_\_\_

Bidder/Offeror: \_\_\_\_\_

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

**FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

**PLEASE CHECK THE APPROPRIATE BOX:**

☐ I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

**OR**

☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES  
IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3**

CONTRACT / BID SOLICITATION TITLE \_\_\_\_\_

CONTRACT / BID SOLICITATION No. \_\_\_\_\_

**CHECK THE APPROPRIATE BOX**

☐

I, the undersigned, am authorized by the person or entity seeking to enter into or renew the contract identified above, to certify that the Vendor/Bidder is not engaged in prohibited activities in Russia or Belarus as such term is defined in P.L.2022, c.3,<sup>1</sup> section 1.e, except as permitted by federal law.

I understand that if this statement is willfully false, I may be subject to penalty, as set forth in P.L.2022, c.3, section 1.d.

OR

☐

I, the undersigned am unable to certify above because the person or entity seeking to enter into or renew the contract identified above, or one of its parents, subsidiaries, or affiliates may have engaged in prohibited activities in Russia or Belarus. A detailed, accurate and precise description of the activities is provided below.

Failure to provide such description will result in the Quote being rendered as non-responsive, and the Department/Division will not be permitted to contract with such person or entity, and if a Quote is accepted or contract is entered into without delivery of the certification, appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**Description of Prohibited Activity**

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*Attach Additional Sheets If Necessary.*

If you certify that the bidder is engaged in activities prohibited by P.L. 2022, c. 3, the bidder shall have 90 days to cease engaging in any prohibited activities and on or before the 90<sup>th</sup> day after this certification, shall provide an updated certification. If the bidder does not provide the updated certification or at that time cannot certify on behalf of the entity that it is not engaged in prohibited activities, the State shall not award the business entity any contracts, renew any contracts, and shall be required to terminate any contract(s) the business entity holds with the State that were issued on or after the effective date of P.L. 2022, c. 3.

\_\_\_\_\_  
Signature of Vendor's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title of Vendor's Authorized Representative

\_\_\_\_\_  
Vendor Name

\_\_\_\_\_  
Vendor Phone Number

\_\_\_\_\_  
Vendor Address (Street Address)


\_\_\_\_\_  
Vendor Fax Number


\_\_\_\_\_  
Vendor Address (City/State/Zip Code)

\_\_\_\_\_  
Vendor Email Address for Authorized Representative

Precluded Entities List <https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>

<sup>1</sup> Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF REVENUE PO BOX 252 TRENTON, NJ 08646-0252
TAXPAYER NAME: <b>TAX REGISTRATION TEST ACCOUNT</b>	TRADE NAME: <b>CLIENT REGISTRATION</b>	
TAXPAYER IDENTIFICATION#: <b>970-097-382/500</b>	SEQUENCE NUMBER: <b>0107330</b>	
ADDRESS: <b>847 ROEBLING AVE TRENTON NJ 08611</b>	ISSUANCE DATE: <b>07/14/04</b>	
EFFECTIVE DATE: <b>01/01/01</b>		
FORM-BRC(08-01)	 Acting Director	
This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.		

 <b>STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE</b>	
<b>Taxpayer Name:</b>	<b>TAX REG TEST ACCOUNT</b>
<b>Trade Name:</b>	
<b>Address:</b>	<b>847 ROEBLING AVE TRENTON, NJ 08611</b>
<b>Certificate Number:</b>	<b>1093907</b>
<b>Date of Issuance:</b>	<b>October 14, 2004</b>
<b>For Office Use Only:</b>	
<b>20041014112823533</b>	

## **VENDOR INFORMATION**

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, expedite future payments, and in accord with I.R.S. regulations, the following information must be provided with this bid.

Name of Business: \_\_\_\_\_

Correspondence Address (including zip code):

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Purchase Order Address (including zip code):

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Payment Address (including zip code):

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Telephone Number (including area code): \_\_\_\_\_

Email address: \_\_\_\_\_

Fax Number (including area code): \_\_\_\_\_

Employer ID# or SS #: \_\_\_\_\_